



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 07/18/2017	<b>Interviewer:</b> Mallory Sullivan	<b>RFA #17 – 51</b>
<b>Name of Person(s) Requesting Assistance:</b> [REDACTED] (supervisor of [REDACTED])		
<b>Contact Numbers (telephone, e-mail, etc.):</b>		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Employee – [REDACTED] taff		
<b>Requested Assistance Pertaining To (name, position, policy, project, [REDACTED], Employee – [REDACTED]</b>		

To the best of your knowledge, please fill out the following:

Interviewee Status:      Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☒    Student ☐  
 Concern Regarding:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin              | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |                                     |  |

Time Line		
Date	Item	Comments
6/13/17	[REDACTED] meets with MC	[REDACTED] discloses that [REDACTED], one of his [REDACTED] supervisees shared that [REDACTED] hit her buttocks with his hands on two during a workday. [REDACTED] says that [REDACTED] is very reluctant to report this to anyone else or file a complaint and does not wish to proceed any further. MC explains that EOO will have to look into the matter in some capacity since the University has been put on notice of possible sexual harassment/assault. MC asks [REDACTED] to reach out to [REDACTED] to let her know about EOO and that MC will likely reach out to her.
6/14/17	[REDACTED] emails MC	[REDACTED] indicates that he talked to [REDACTED] and that the conversation did not go well. [REDACTED] says that [REDACTED] indicated that she would deny everything.
6/14/17	MC emails [REDACTED]	MC indicates that he will reach out to [REDACTED]. Later, MC changes his mind and decides to gather more information and allow [REDACTED] time to think about her options.
6/26/17	[REDACTED] and MC exchange emails to set up a meeting	[REDACTED] indicates that he has new information.

6/27/17	■ meets with MC	■ discloses that ■ shared her interactions with ■ to ■, a ■. ■ also discloses that ■ reprimanded ■ for hitting ■ buttocks with his hand and that ■ hit ■ on the buttocks again in front of ■ after ■ told ■ that his conduct was inappropriate. ■ indicates that ■ is still fearful of talking with EOO because she believes she will lose her job. MC asks ■ to reiterate to ■ EOO's retaliation policy. ■ also says that he thinks ■ may be willing to come in especially since she has worked with MC in the past. MC indicates that he is going on vacation in a few days but hopes the time will allow ■ to talk to ■ and ■ and that hopefully they'll be open to speaking to EOO.
6/30/17 to 7/11/17	MC is away from the office	
7/18/2017	Meeting with ■ and HR	Attended by MC, MS, ■ Lea Aune, ■, and ■
7/18/2017	MS spoke with Lea Aune	Lea shared ■ have had 4 employment events, each one has been an elevated in level.
7/19/2017	MS met with ■ (w/ ■ at EO	<p>Mallory met with ■, who requested ■ attend as her support person.</p> <p>Mallory interviewed ■ regarding information relevant to the information ■ shared that ■ hit ■ on her buttocks. ■ was informed of the discrimination complaint process and protocols, and the University's prohibition on retaliation. ■ was also offered the opportunity to ask questions before the interview began, as well as throughout. ■ shared that she was initially reluctant to meet with EO and is worried about sharing her concerns because she wants to keep her job. ■ was clear that she did not want to file a complaint herself, but would be forthcoming as a witness. She also stated that she does not want to be moved to another area. She does not have any concerns about working with ■ at this time. She does not believe that he will hit her buttocks again.</p> <p>■ said that ■ hit her on the butt outside of the admin building. She shared that during the morning break that day she told him not to do that again. She said that in response, ■ laughed and hit her on the butt again.</p> <p>MS informed ■ she would likely ask to speak with her again.</p>
7/20/2017	MS and MC met with ■ at ■	<p>Mallory and MC met with ■ at ■. ■ requested that ■ attend with her as her support person.</p> <p>Mallory and MC interviewed ■ regarding information relevant to the information ■ shared that ■ hit ■ on her buttocks. ■ was informed of the discrimination complaint process and protocols, and the University's prohibition on retaliation. ■ was also offered the opportunity to ask questions before the interview began, as well as throughout. ■ shared that she was initially reluctant to meet with EO, but would be forthcoming as a witness. She does not have any concerns about working with ■ at this time.</p> <p>■ stated that she did not observe ■ hit ■ on the butt outside of the admin building but, did see ■ hit ■ on the butt in the breakroom during the morning break. ■ said that she also talked to ■ later that day and told him he needed to stop because he was going to get himself in trouble.</p> <p>■ also shared that ■ has done this before. ■ said that ■ hit her on the butt during her first year at Western – twice. The second time an employee named ■ saw ■ hit ■ on the butt and scolded ■ said that she also scolded ■ and felt confident that ■ would not hit her on the butt again.</p>

		<p>████ said that █████ told her that █████ has hit her on the butt as well.</p> <p>MC informed █████ that EO may request a follow-up meeting to have her sign a copy of her notes.</p>
07/20/2017	████ email to MS and MC	Attached information from █████ employment file.
07/21/2017	████ stopped by EO office	<p>████ dropped of notes about █████ in his files.</p> <ul style="list-style-type: none"> <li>Email From █████ to █████ dated July 24, 2014</li> <li>Signed statement from █████ titled, "████ incident" <ul style="list-style-type: none"> <li>o █████ mentioned that this statement was typed up around June 2015, but █████ signed it more recently</li> </ul> </li> <li>MS post-it: When █████ stopped by to drop of these files, he also told MS that there was another incident between █████ and █████.</li> </ul> <p>████ said that around June 2015, when █████ she saw a young girl at the childcare center she said, "What a beautiful little girl, I wish I could have another little girl." █████ said that █████ responded, "Come home with me and I can help you with that." █████ said this interaction was shared by him by █████ and he also believes that EO was informed at the time this occurred.</p>
07/28/2017	MS spoke with █████ (call)	<p><u>Of note:</u> Staff out of office</p> <p>MC: July 25-28</p> <p>████: 26-27; Aug 1-3</p> <p>████ July 28</p> <p>MS: July 31</p>
07/28/2017	MS call to █████	Request to interview █████ shared that █████ is out today (MS is out Monday, █████ is out Tuesday and Wednesday). █████ will connect with █████ about coordinating the interview while █████ is out.
08/1/2017	████ called MS	Left message requesting information on status and requesting return call
08/07/2017	MS call to Lea Aune	Requesting any previous employment action for █████ relevant to the concerns at issue. Lea dropped off confidential folder at EO.
08/07/2017	MS met with █████ (w/ █████ at EO	<p>Mallory met with █████ at EO. █████ requested that █████ attend with her as her support person.</p> <p>Mallory interviewed █████ regarding information relevant to the information █████ shared that █████ hit █████ on her buttocks. █████ was informed of the discrimination complaint process and protocols, and the University's prohibition on retaliation. █████ was also offered the opportunity to ask questions before the interview began, as well as throughout. █████ and █████ both work in █████, but they do not work together at this time.</p> <p>████ shared that she had heard that █████ hit █████ on the butt, but that she did not observe it. █████ said that █████ also hit her on the butt several years ago. █████ told █████ not to hit her butt and asked why he did it. █████ said █████ laughed in response. █████ shared that she feels like a lot of people see █████ do these things and they protect █████</p>
08/21/2017	████ called MS	Left message requesting information on status and requesting return call
08/21/2017	MS called █████	No update currently. MS will discuss with SGS and SGS will follow-up with █████ or █████

8/31/2017	EO Office Initiated Compliant	EO office initiated Complaint No. [REDACTED] See [REDACTED] Complaint File for more information.